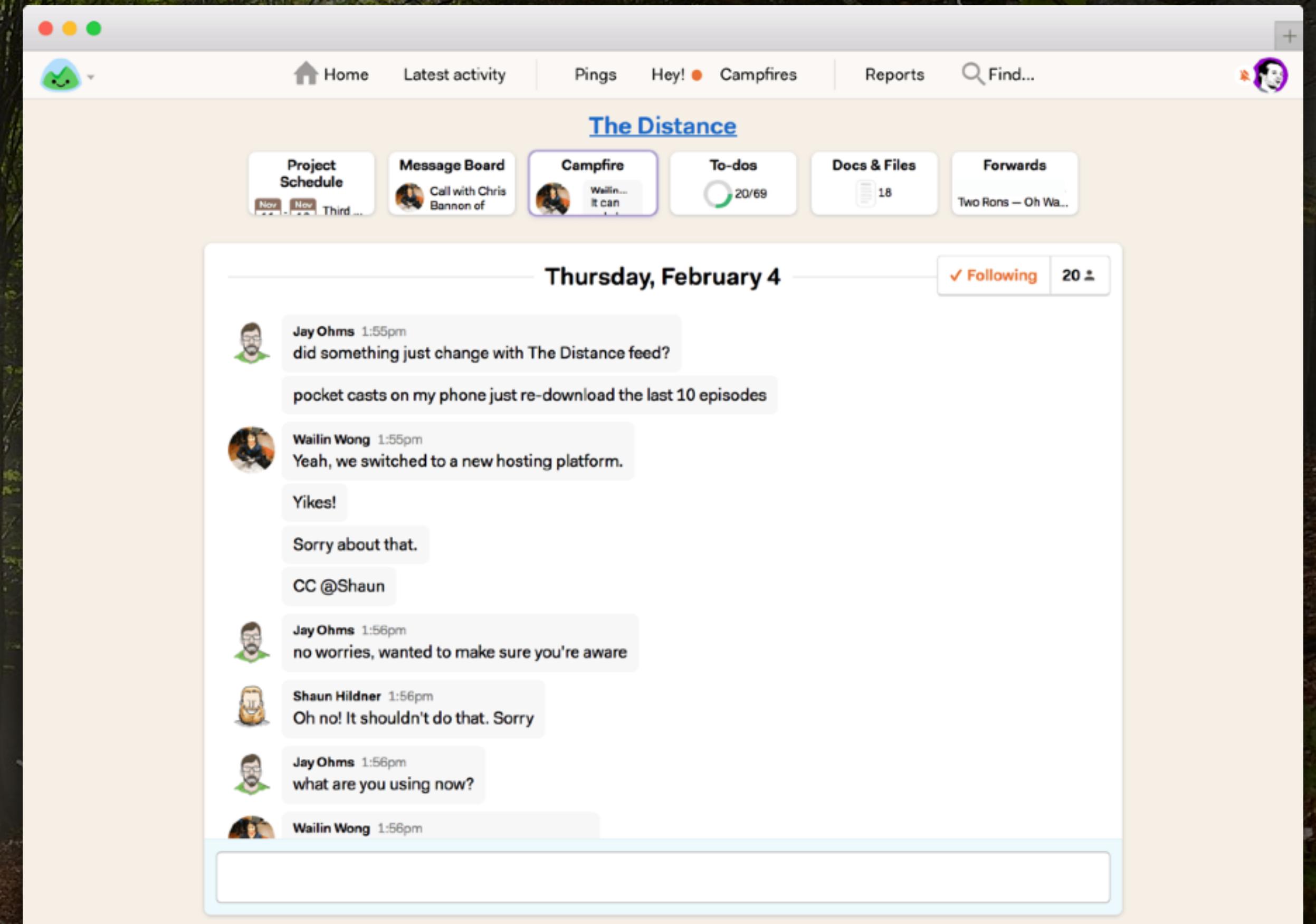


# CAMPFIRE

- This is essentially a Group Chat
- That being said, use it responsibly, since everyone can see what you are saying
- Many of your Teams/Projects will have a Campfire as well.



# MESSAGE BOARD

- Need to have a long form discussion, which you may want to reference at a later date?
- There is one “Main” post, to which team members can comment and applaud on

The screenshot shows a digital message board titled "Team OMG". At the top, there are tabs for "Campfire", "Message Board", "Schedule", "Documents and files", "Some things we'd like to know", and "Todos". Below the tabs, Kristin Aardsma posted a message titled "30-minute Wind-down" at 10:18am. Her message discusses the importance of decompressing at the end of the day and suggests using the last 30 minutes of each working day to close up outstanding emails/tasks and write about your day in the "heartbeat". Other team members, such as Natalie K., Merissa Dawson, and Kristin Aardsma, have responded with their own thoughts and reactions. The interface includes standard social media-style features like "Edit", "Bookmark", "Share...", and "File..." buttons.

Kristin Aardsma posted this Tuesday at 10:18am

**30-minute Wind-down**

Last week, JB Janice mentioned that there wasn't enough time to wind down or decompress at the end of the days while training, and I bet that's true for us all whether we've been here three weeks or three years. I'd like to see us all use the last 30 minutes of each working day to close up any outstanding emails/tasks and then write about your day in the [heartbeat](#).

What did you work on? What did you learn? Who did you speak with? Anyone interesting? Anyone have an interesting use-case for us?

I'm bad at this as well, so I've found that keeping notes on this throughout the day helps me organize my thoughts for later.

These daily recordings shouldn't be stat-based; they should be content-based with a bit of analysis. Feel free to tell a single story about your day, several fragmented notes, your feelings on the day, your basic thoughts on the day, etc.

I'm excited to see what y'all come up with!

12 people have reacted to this post.

Posted Tuesday at 10:18am via Mac app · Notified 14 people · Message history...

Natalie K., Pizza Diva  
This is great! If possible, I'd like to propose extending this a bit to include mornings. So, when you come on, you feel you have 15/20 minutes to sort through overnight cases without feeling the pressure to dive right into the queue. I think that time is necessary to process through cases and also to start the day on the right foot.

9 people have reacted to this post.

Wednesday at 9:02am via web · Notified 14 people · Applaud

Merissa Dawson, 🌟  
Not only to sort out the overnight queue, but also to review our Heystack. 😊

6 people have reacted to this post.

Wednesday at 9:13am via iPhone app · Notified 14 people · Applaud

Kristin Aardsma, Sleuth Monster  
Sounds good!